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ADMINISTRATIVE INSTRUCTION 40

SERVICES AND SUPPLY

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40 INTRODUCTION

SECTION I. PURPOSE

This instruction establishes for the Central Intelligence Agency uniform policies for the requisitioning, procurement, and accountability of supplies, equipment, and services.

SECTION II. APPLICABILITY OF INSTRUCTION

This instruction is not applicable to Field Service, Office of Operations, except field offices within the Continental limits of the United States.

SECTION III. AUTHORITY

1. By virtue of the authority vested in me as Executive, Central Intelligence Agency by the Director and Public Law 110, 81st Congress, and in order to carry out the activities and functions provided for in Section 3, Public Law 110, 81st Congress, approved June 20, 1949, the power and authority to take the following actions are hereby delegated as follows:

2. Procurement Authority and Responsibility

A. Under the supervision of the Executive and his Deputy, the CIA Services Officer and his Overt and Covert Deputies are hereby authorized to enter into and execute contracts on behalf of the Government in accordance with existing law and regulations.

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- B. Under the supervision of the Services Officer, his Overt and Covert Deputies, the Chiefs or Assistant Chiefs, Supply Divisions, Services Office, are hereby authorized to enter into and sign un-numbered contracts on behalf of the Government where payment is to be made in a single remittance and amount involved does not exceed \$2000.00 in accordance with existing law and regulations.
- C. The Chief or Assistant Chief, Supply Division (Overt), Services Office, or the Chief, General Services Division, Services Office, may place orders for the performance of services by the Public Buildings Administration, General Services Administration, on a reimbursable basis.
- D. The Chief or Assistant Chief, Reproduction Division, and Supply Division (Overt), Services Office, may place orders with the Government Printing Office for the performance of printing services on a reimbursable basis.

3. Authority to Initiate Requests Resulting in Financial Obligations. (Supplies, Equipment and Services)

A. In accordance with Administrative Instruction No. 80-8, Assistant Directors and Staff Chiefs are authorized to initiate requests for supplies, equipment and services with the power of delegation to such additional individuals as may be necessary for good administrative practices.

4. Disposal of Government Property

A. The Property Survey Board established pursuant to paragraph 2, Section VI, Administrative Instruction No. 40-2, is authorized to direct the disposal of government property.

SECTION IV. AGENCY PROCEDURES UNDER INSTRUCTIONS

1. The Services Officer may implement this instruction by prescribing detailed procedures which are not inconsistent with this instruction.

2. These instructions may be amended from time to time by the Executive or his Deputy. Recommendations for amendments shall be submitted to the Management Officer for final action of the Executive.

3. Deviations from the requirements of these instructions shall be made only with the approval of the Executive or his Deputy.

4. The instructions are divided into sections, each one of which deals with a separate aspect of supplies, equipment and services; and each section is further divided into paragraphs.

The numbering of sections and paragraphs is designed to permit subsequent insertion of additional sections and paragraphs within the appropriate instruction.

5. The "effective date" of these instructions shall be on and after October 1, 1949. Each page of future changes will be dated as of the effective date of the change and signed by the Executive.

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ADMINISTRATIVE INSTRUCTIONS

TITLE 40 - SERVICES

40-1 REQUISITIONING SUPPLIES, EQUIPMENT, AND SERVICES

SECTION I. SCOPE OF INSTRUCTION

1. This instruction provides for the designation of employees to requisition supplies, equipment, and services.
2. To establish a procedure for requisitioning of supplies, equipment, and services.

SECTION II. APPLICABILITY

1. This instruction is not applicable to the Field Service, Office of Operations, except within the continental limits of the United States.

SECTION III. DELEGATION OF AUTHORITY TO REQUISITIONING OFFICERS

1. Pursuant to Administrative Instruction 40, SECTION III, paragraph 3, Assistant Directors and Staff Chiefs may delegate authority to requisition supplies and services to any commissioned officer of the Armed Forces or any employee of CAF-7 classification or higher, under his jurisdiction. Names of employees designated as Requisitioning Officers will be filed with the Services Officer.
2. Requisitioning Officers designated in accordance with this section will serve as accountable officers for all property under his jurisdiction, and hereinafter will be referred to as Accountable Officers.

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SECTION IV. CLASSIFICATION OF SUPPLIES

1. "Stock" Items are those items for which there is a general demand throughout the agency. These items are carried in stock in the warehouse and are listed in the CIA catalogs "Office Supplies" and "Office Furniture and Equipment".

2. "Purchase" Items are those items which must be purchased to order. Such items include those for which there is infrequent demand, those used only by particular units, and items requiring special control by the Services Officer, CIA.

SECTION V. PROCEDURE FOR REQUISITIONING SUPPLIES AND SERVICES

1. General

Requisitions will be prepared in accordance with this instruction on Form 36-7, "Request for Supplies, Equipment, and Services" and forwarded to the Services Officer, CIA.

2. "Stock Items"

A. "Expendable Property." Forward the signed original and one copy of requisition.

B. "Non-Expendable Property." Forward the signed original and two copies of requisition.

3. "Purchase Items" Forward the signed original and two copies of Form No. 36-7 to the Services Officer.

4. Repairs to Typewriters, Office Machines and Furniture.
Any employee may request minor repairs to office machines, typewriters, and furniture by telephoning Extension 480. Request for major repairs will be made on Form 36-7.

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SECTION VI. GENERAL SERVICES, MOVES, TELEPHONE INSTALLATIONS

1. Request for the following services will be submitted by memorandum or Requisition Form 36-7 in duplicate to the Services Officer.

A. Maintenance, structural alterations and repairs to buildings, partitions, plumbing and electrical fixtures and wiring, etc.

B. Space

C. Moves between offices and/or buildings

D. Telephone installations and services

E. Requisition must explain in detail the work requested, including location where work is to be performed, sketch of wiring plans, buzzer systems and/or alterations desired. A completed office layout for major moves and/or alterations must be submitted with the requisition. Offices requiring technical assistance in the preparation of office layouts, determining type of telephone equipment, etc., may obtain same by calling the General Services Division, Extension 2168.

F. Requests for emergency and minor repairs may be telephoned to the General Services Division, Extension 2168.

SECTION VII. PRINTING AND DUPLICATING SERVICES

1. Forward an original and two copies of Form 36-3, "Reproduction Requisition" to the Reproduction Division, Services Office. The requisition will be prepared in accordance with instructions on the reverse side of Form 36-2.

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2. Requests for reproduction of instructions, procedural issuances, notices, new forms, etc., must be approved by the officer of the Office or Branch authorized to approve reproduction requisitions.

3. The reproduction of classified documents will not be requested except upon specific approval by proper authority.

4. The reproduction of intelligence material, daily and weekly summaries, daily reports, accession lists, and translation will be accomplished without regard to this instruction.

5. Reproduction Priorities

A. Classes of priorities for all types of reproduction are established as indicated below:

<u>PRIORITIES CLASS</u>	<u>USED WHEN</u>	<u>COMPLETED</u>
AA	Extremely Urgent	Immediately
A	Most Urgent	72 hours
B	Urgent	7 days
C	Less Urgent	14 days
None	No Urgency	30 days

B. Priority requested will be shown under "REMARKS" on Form No. 36-2, (Reproduction Requisition). Class AA and A priority requests will include justification for urgency.

C. The Services Officer must personally take action on Class AA and Class A priorities, and will be responsible for resolving priority conflicts between CIA activities.

D. Insofar as practicable, constant priorities will be established for recurring reports of similar form and type. CIA activities concerned will coordinate directly with the Services Officer to establish such priorities at the earliest practicable date.

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E. Office and Staff Section Heads must personally maintain sufficient knowledge of priority needs and requests to insure against misuse of priorities "B" and above. The bulk of all priorities should normally be below Priority "B" so that matters of real urgency will not be delayed in reproduction.

ADMINISTRATIVE INSTRUCTIONS

TITLE 40 - SERVICES

40-2 PROPERTY ACCOUNTABILITY

SECTION I SCOPE OF INSTRUCTION

1. To fix responsibility and accountability for property within CIA.
2. Establish procedures and records for the accounting and disposition of Agency property.

SECTION II APPLICABILITY

1. This instruction is not applicable to the Field Service of the Office of Operations except field offices within the Continental limits of the United States.

SECTION III ACCOUNTABLE AND RESPONSIBLE OFFICERS

1. Employees designated as Requisitioning Officers by SECTION III, Administrative Instruction No. 40-1, are hereby appointed Accountable Officers for all property under their jurisdiction.
2. Accountable Officers will designate individuals as responsible officers according to the organizational structure or location of the activity. Responsible Officers will be held responsible for the proper use, protection and movement of any government property which may come into his custody or control.
3. When an Accountable Officer authorizes the issue of small portable items such as brief cases, pen sets, etc., he will prepare Form "Property Issue Record" and have the employee sign the form as having received the property. When the property

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is returned the Accountable Officer may issue a receipt, if requested, in memorandum form to the employee. Accountable Officers are responsible for granting property clearance on all employees under his jurisdiction, who are transferred within the organization and/or separated from the Agency (see Administrative Instruction 20-19).

SECTION IV RECORDS

1. The Services Officer is responsible for the establishing and audit of property accountability records.

2. Accountable Officers are responsible for the maintenance of property accountability records in accordance with this instruction and directions of the Services Officer.

3. A property record account will be established for each accountable officer appointed in accordance with SECTION III of this instruction. An account number will be assigned to each account by the Services Officer.

4. The face of Form 56-14 will indicate by item, total accountability for property under his control. The reverse side will be used to record issues to responsible officers within his organization.

5. Accountable Officers will maintain a permanent file of credit and debit vouchers to support his transactions in his property account.

6. Accountable Officers will maintain in the voucher file a roster of Responsible Officers under his control, listing the sub-account number and the offices of activity for which he is responsible.

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7. "Reports of Inventory Adjustment", Form 36-16, will be prepared in triplicate and forwarded to the Services Officer. The use of such reports will be confined to rectifying errors resulting from incorrect nomenclature, clerical or typographical errors, and assuming accountability for property previously unaccounted for.

8. "Transfer of Property Accountability" will be effected after audit of the records and a complete physical inventory has been made. A memorandum certificate will be executed by the outgoing and incoming accountable officer transferring accountability.

9. "Audit and Inventory of Property Accounts". The Audit Group will conduct audits and inventories of property accounts as directed by the Services Officer.

SECTION V PROPERTY UTILIZATION

1. Office Furniture and Equipment: The following policy is established as a general guide for the allocation of office equipment and furnishings to the various offices of CIA:

CLASS "A" EQUIPMENT

Offices of the Director and Deputy Director
Offices of Assistant Directors and their Deputies
Offices of CIA Staff Chiefs and their Deputies

CLASS "B" EQUIPMENT

Offices of Branch Chiefs
Offices of Chiefs of organization units equivalent to a Branch

CLASS "C" EQUIPMENT

All other offices

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Exceptions to the above policy may be made with the approval of the Services Officer or the Executive.

2. Typewriters: A normal ratio of typewriters to persons employed should not exceed one per two persons employed. This ratio is established as the normal basis for issue for CIA. Any office or staff section whose requirements are greater than the normal basis of issue will submit a detail justification to the Services Officer recommending a special basis of issue.

SECTION VI PROPERTY DISPOSAL

1. Excess Property: Property which is excess to the needs of any using activity will be returned to stock by forwarding to the Services Officer original and two copies of Form No. 36-24, "Property Turn-In", stating the location and date the property may be picked up.

2. Survey Boards

1. a. Property Survey Boards composed of members as listed below are hereby constituted to act on all matters pertaining to loss, damage, destruction, theft, or for the disposition of public property for which CIA is responsible:

Overt Board

Deputy Chief of IAS Chairman

Chief, Inspection Branch, Member
IAS

Asst. General Counsel Member and Legal Advisor

Overt Deputy Services Member and Recorder
Officer

Chief, Property Auditor, Member and Alternate recorder
Services Office (Overt)

Covert Board

Deputy Chief of IAS

Asst. General Counsel

Covert Deputy Services
Officer

Chief, Property Auditor,
Services Office (Covert)

Three members will be considered a quorum.

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b. The Services Officer will supply such administrative, technical and clerical assistance as may be required by the Board.

2. The property Survey Board will:

a. Determine the pecuniary liability or relief from accountability or responsibility of any individual for loss, damage, destruction or theft or other disposition of public property for which CIA is responsible, where the total monetary value involved is \$1,000.00 or less.

b. Designate any qualified individual to act for it in appropriate cases in determining relief from accountability or responsibility for damage to, or shortage of, CIA property where there is no evidence of fault or neglect on the part of the individuals concerned and where the estimated damage is not in excess of \$100.00.

c. Direct disposition or destruction of unserviceable, obsolete or surplus property in the custody of CIA. The Board may designate any qualified individual to act for it in appropriate cases under this authorization.

d. Recommend action to the Executive in connection with paragraph 2a, above, where the monetary value involved is in excess of \$1,000.00, who will take final action or recommend action to the Director in his discretion.

e. Require such initial Survey Reports, and presentation of evidence either in person or in writing, as may be considered necessary to arrive at appropriate conclusions and determinations.

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f. Maintain adequate records of its actions.

3. The Board and the Executive are charged with the responsibility of informing the Director of any unusual circumstances or matters which should be brought to his personal knowledge in connection with these instructions. Board reports under this paragraph will be routed through the Executive.

4. Individuals against whom pecuniary responsibility is established under the provisions of these instructions may appeal, in writing, to the Director, within thirty (30) days after receipt of notification of such liability.

SECTION VII REMOVAL OF GOVERNMENT PROPERTY FROM CIA BUILDINGS

1. A properly authenticated property pass Form RM-68 is required before government property can be removed from CIA Buildings. Property Accountable Officers and other designated representatives of the Services Officer are authorized to issue property passes. The Services Officer will file with the Captain of the Guard Force a list of all personnel authorized to issue property passes.

ADMINISTRATIVE INSTRUCTIONS

TITLE 40 - SERVICES

40-3 TRANSPORTATION

SECTION I SCOPE OF INSTRUCTION

1. This instruction sets forth the policies, regulations, and procedures governing official transportation for personnel and shipment of goods by organizational units of CIA.

SECTION II APPLICABILITY

1. This instruction is not applicable to the Field Service of the Office of Operations except within the Continental limits of the United States.

SECTION III USE OF AGENCY MOTOR VEHICLES: DEPARTMENTAL

1. CIA maintains a central motor pool service to meet transportation needs which cannot be secured by the scheduled shuttle service. When it is impossible to use the shuttle service between CIA buildings, transportation may be requested from the Dispatcher, Extension 684 or 2284, explaining why shuttle service cannot be utilized.

2. Assignment of passenger-carrying vehicles to individuals and activities will be made only upon the written authorization of the Executive, upon the written request of the Assistant Director concerned. It is the policy of the Director to keep such assignments to an absolute minimum, and to utilize the shuttle and motor pool service to the maximum possible degree.

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3. No employee of CIA stationed in Washington will be permitted to operate CIA motor vehicles without a properly certified CIA driver's license. Authority for issuing CIA licenses is vested in the Executive, Services Officer, or Deputy Services Officer after appropriate certification by the Testing and Medical Section. Requests for drivers' licenses should be made in writing by the Administrative Officer, or Assistant Director concerned, to the Services Officer, indicating the necessity for such a license. CIA employees authorized to operate CIA vehicles in localities sufficiently distant from Washington so that CIA testing is impractical must meet the driver requirements of the particular locality. Chiefs of field stations are responsible for insuring compliance with this directive.

4. All assigned and pool chauffeurs are supervised by the Chief, Transportation Division, Services Office, for administrative purposes, including working hours, overtime and replacement of assigned chauffeurs due to absences or terminations.

5. Pool chauffeurs will not wait for passengers longer than 15 minutes, unless prior arrangements have been made with the Dispatcher.

6. Assistant Directors and Staff Chiefs and their deputies, when using motor pool cars, are authorized to have such cars wait for them at destinations regardless of the time involved, or to return for them at a given time, at the time the car is requested. These officials should inform the Dispatcher whether the car should wait or return in order that chauffeurs may receive proper instructions from their Supervisor.

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7. Chauffeurs who perform overtime work will report the hours worked, together with the signature of the person for whom the driving was performed as a basis for overtime payments. Prior verbal approval for overtime driving should be obtained, if practicable, from the Chief, Transportation Division, Services Office.

8. Chauffeurs are personally responsible in the event of traffic violations. Therefore, chauffeurs will not be ordered to violate traffic regulations.

9. Public Law 600 requires the suspension or dismissal of any employee who uses or is found responsible for the use of a Government-owned vehicle for other than official purposes.

SECTION IV OFFICIAL TRAVEL AND TRANSPORTATION

1. Requests for travel and transportation will be initiated in accordance with Administrative Instruction No. 30-1.

2. Only upon receipt of copy of travel orders will the Transportation Division make all travel arrangements in accordance with Section I, paragraph 4 of Administrative Instruction No. 30-1.

SECTION V SHIPMENT OF GOODS

1. The Services Office is responsible for arranging for the shipment of all goods shipped by CIA and for issuing bills of lading when required. Requisitioning Officers of any organizational unit which requires the shipment of goods shall prepare a requisition form 36-7 in an original and 2 copies and forward it to the Services Officer giving the place to which shipment is to be made.

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2. In cases of the "shipment of an employee household effects", the requisition must be accompanied by a copy of official travel orders authorizing payment of expenses for shipment of household effects.

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